



Superior Court of the State of California  
**County of Kings**  
 1426 South Drive, Hanford, CA 93230  
 (559) 582-1010

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON THE  
 PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

**Order to Show Cause**  
**Packet Purchase Price: \$15.00**

An Order to Show Cause is used when:

1. An order pending hearing (such as a temporary order) in a divorce, parentage, or other family law case is sought, AND
2. The respondent has not been served with the summons and petition in a family law case.

The forms in this packet will not initiate a case.

Once the forms are completed the Order to Show Cause is submitted to the court for the judge to review, please allow a couple of days for this. Upon return the Order to Show Cause will be assigned a hearing date and all copies will be held at the clerk's office for pick-up. Personal service is required for an Order to Show Cause. Please read the information sheet on page 2 of form FL330- Proof of Personal Service.

Form #	Form Name	Form Last Revised On:	Number of Pages:
<b>Initial forms completed:</b>			
FL 300	<a href="#">Order to Show Cause</a>	01-01-07	1
FL 310	<a href="#">Application for Order &amp; Supporting Declaration</a> (attached to FL300)	01-01-07	2
<b>If applicable, utilize these forms and attach to FL300 as specified:</b>			
FL 305	<a href="#">Temporary Orders</a>	01-01-03	1
FL 311	<a href="#">Child Custody &amp; Visitation Application Attachment</a>	07-01-05	2
FL 312	<a href="#">Request for Child Abduction Prevention Orders</a>	07-01-03	2
FL 341(C)	<a href="#">Children's Holiday Schedule Attachment</a>	01-01-05	1
FL 341(D)	<a href="#">Additional Provisions—Physical Custody Attachment</a>	01-01-05	2
FL 341(E)	<a href="#">Joint Legal Custody Attachment</a>	01-01-05	1
<b>Miscellaneous forms:</b>			
FL 150	<a href="#">Income and Expense Declaration</a>	01-01-07	4
FL 160	<a href="#">Property Declaration</a>	01-01-07	2
FL 161	<a href="#">Continuation of Property Declaration</a>	01-01-03	2
<b>Form served blank:</b>			
FL 320	<a href="#">Responsive Declaration to Order to Show Cause</a>	01-01-03	2
FL 150	<a href="#">Income and Expense Declaration</a>	01-01-07	4
<b>Forms utilized after service is performed:</b>			
FL 330	<a href="#">Proof of Personal Service</a> (two forms provided)	01-01-03	2
<b>Forms regarding Child Support:</b>			
FL 191	<a href="#">Child Support Case Registry Form</a>	07-01-05	4
FL 192	<a href="#">Notice of Rights and Responsibilities</a>	01-01-06	2

**Filing fee:**

Order to Show Cause.....	\$ 40.00
Order to Show Cause to modify <i>custody and/or visitation</i> .....	\$ 65.00

*There may be forms and/or attachments needed in your particular case. Forms are available at the Clerk's Office on specific request or may be accessed on [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)*

### ***Please be aware of the following information:***

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are NOT PERMITTED to, NOR WILL THEY give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney

### ***Assistance may be obtained from:***

- ☒ **Self-Help Center** located online at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ California Law Codes such as family codes, civil codes, government codes, etc. [www.leginfo.ca.gov](http://www.leginfo.ca.gov).
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.

### ***Preparing documents for filing:***

- All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- Each original form submitted for filing must be two-hole punched at the top.
- Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

### **Do I complete all the forms in the packet?**

No, not all forms included in this packet are filed with the ***Order to Show Cause (FL300)***. There are forms in this packet that will be utilized at a later time (after service or after the hearing),

## How many copies do I make?

Make at least two copies. One copy for yourself and one copy to serve to each party you will have notified.

## How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

Each **set** of forms (each multiple page form) must be *stapled*.

## What if all parties do not get served? Can I change my hearing date?

Any time prior to the hearing (at least a few days): you as the "moving party" can contact the Calendar desk at (559) 582-1010 ext 3078 to take hearing off calendar. You will need to follow up with a letter to the Clerk's Office confirming taking the matter off calendar.

TO MOVE THE HEARING DATE (once the Order is signed) you will file form, FL 306 **Application and Order for Reissuance of Order to Show Cause**. A copy of the Order to Show CauseThe filing fee will be required to be attached.

## What happens at the hearing?

At the hearing you will be expected to present in a succinct and concise manner all relevant oral evidence. If the evidence is not proper, or the pleadings are not in order, you will be informed of this fact and it will be necessary for you to set another hearing date after you have corrected any matters not in order.

## Child Support Case Registry Form:

In a case where child support of family support is ordered, the parent who submits an order or judgment must complete the enclosed form, and submit to the court. If any modifications or changes arise, you are required to submit a new **Child Support Case Registry Form** to the court. A blank form is provided in this packet.